



**Santa Cruz County Parks**  
 979 17<sup>th</sup> Avenue  
 Santa Cruz CA, 95062  
 Ph: (831) 454-7901 – Fax (831) 454-7940  
[www.scparks.com](http://www.scparks.com)

**Meeting Room Rental Fees**

**Available Monday – Friday, 8:00 am to 10:00 pm. Minimum rental is two hours.**  
**Nonprofit Organizations receive a 25% discount.**  
**Continuous users (five or more bookings) receive a 25% discount.**

Room Rentals	Hourly Rate
Community Room (180 capacity)	\$74.50 / \$82.00 (R/NR)*
Large Room (40 –90 capacity)	\$49.25 / \$54.25 (R/NR)
Small Room (under 40 capacity)	\$25.25 / \$27.75 (R/NR)

Prices are subject to change

- Groups provide all set up and clean up. Tables and chairs are provided.
- All facilities have kitchens available at an additional cost.

Area	Capacity	Information
Live Oak Community Center**	180	Located at the Simpkins Family Swim Center, this facility offers a comfortable, centrally located space for your group.
Aptos Village Park	90	This facility offers a large community hall with a fireplace in a park setting.
Highlands Park	75	Located at the Highlands Park House, this facility is a lovely setting for meetings.
Valencia Hall	80	A recently renovated historic building in Aptos offers a large room in this charming hall.
Quail Hollow Ranch	75	A perfect place for a retreat or small meeting, the Quail Room is a cozy site for your group. Limited availability.

**Meeting Room Reservations:**  
**Ph: (831) 454-7938 – Fax (831) 454-7940**  
**\*\*Live Oak Community Center Ph: (831) 454-7931**  
**Email: [reservations@scparks.com](mailto:reservations@scparks.com)**

\*You are a nonresident if: you live outside Santa Cruz County; in one of the 4 cities in the County (Santa Cruz, Capitola, Watsonville, Scotts Valley); or in one of the Special Recreation Districts (Alba, Opal Cliffs, La Selva Beach or Boulder Creek).

## **ASSUMPTION OF LIABILITY, WAIVER and INDEMNITY**

### **1. ASSUMPTION OF LIABILITY**

Permittee, whether individual, group, or entity, is solely responsible for any and all liabilities to persons or property resulting from use of the Park Facility, including damage to any County property or structures. Permittee will indemnify, defend and hold harmless the County of Santa Cruz, its elected and appointed Boards, Commissions, Officers, Agents, and Employees from any claims, suits, losses or damages for injury to persons or property arising from or connected to this use of the Park Facility.

### **2. AGREEMENT TO ABIDE BY TERMS AND CONDITIONS**

Permittee, whether individual, group, or entity, represents that he/she/it has read these Terms and Conditions, agrees to make them known to persons attending the function or activity, and agrees that no violation of such shall be allowed to occur on the premises or facilities. Permittee understands that permission to use of the Park Facility is contingent upon compliance with these Terms and Conditions and that permission may be revoked at any time upon failure of persons attending the function or activity to fully comply with these Terms and Conditions.

### **3. PERMITTEE, OR REPRESENTATIVE, TO BE PRESENT**

Permittee, or the group or entity individual named in the Permit, will be present during the entire period of use of the facility.

## Meeting Room Conditions of Use

**Hours:** Community buildings and park facilities for meeting room use may be reserved by groups and individuals for a minimum of 2 hours between the following hours: 8:00 a.m. until 10:00 p.m. Monday through Friday. The Live Oak Community Center opens at 10:00 am on Mondays.

**Time Limits:** Entrance to the facility is permitted for the time approved on the permit. If time limits are exceeded, the permittee will be charged at 1-1/2 times the hourly rental rate. The fee will be deducted from the deposit or an invoice sent.

**Change to the Permit:** Any changes to the permit such as change of hours or date, must be made in writing by the permittee. Any changes made within one month of the reserved date(s) are subject to a \$50 fee.

**Cancellations:** Reservation cancellations must be made in writing. Cancelled reservations up to two weeks prior to the reservation are subject to a fee of 50% of the reservation charge. Cancellations of less than two weeks receive no refund of fees.

**Set-Up and Clean-Up Guidelines:** Groups are responsible for all set-up and clean-up. Trash and recyclables must be placed in appropriate containers. Light adhesive, removable tape (i.e. poster tape or painter's tape) and florist wire are the only fasteners permitted. No staples, tacks and nails. Candles, fuels and hazardous materials will not be permitted in the park buildings and facilities. Fires must be confined to fireplaces and barbecue areas.

**Reservations:** No facility can be reserved more than 12 months in advance. Minors (under 18) are not eligible to reserve facilities.

**Damage:** Damage done during events that do not have a deposit or is not covered by the amount of the deposit, will be sent an invoice. Labor to repair the facility is charged at current maintenance staff hourly rate. Bills unpaid after 30 days are sent to collections.

**Smoking:** Smoking and tobacco products are prohibited in Santa Cruz County Parks.

**Insurance Requirements:** The department may require a Certificate of General Liability and Property Damage Insurance for activities which it deems to be high risk.

**Checks:** Checks returned for insufficient funds and chargebacks are charged at the current processing fee. Please note that credit cards are charged from Santa Cruz County.

**Sub-Lease:** Permittee shall not assign or sub-lease any portion of the premises, or any rights under approved permit, without prior written approval of the Department.

**Activities for Minors:** Groups which are comprised predominately of participants under 18 years of age must be chaperoned at a ratio of one adult (over 18 years) to 12 minors.

Thank You For Choosing Santa Cruz County Parks

## County Parks Meeting Room Rental Clean-Up Checklist

**As a renter of a County Parks Facility, you have agreed to the clean-up responsibilities listed below. The clean-up must be completed by the end of your reservation. The following specific conditions of use, related to reservation times and set-up and clean-up guidelines, have also been agreed to per the reservation contract paperwork (see contract for complete information):**

**Set-Up and Clean-Up Guidelines:** Groups are responsible for all set-up and clean-up. Trash and recyclables must be placed in appropriate containers. Light adhesive, removable tape (i.e. poster tape or painter's tape) and florist wire are the only fasteners permitted. No staples, tacks and nails. Candles, fuels and hazardous materials will not be permitted in the park buildings and facilities. Fires must be confined to fireplaces and barbecue areas.

**Time Limits:** Entrance to the facility is permitted for the time approved on the permit. If time limits are exceeded, the permittee will be charged at 1-1/2 times the hourly rental rate. The fee will be deducted from the deposit or an invoice sent.

\*A meeting room rental is for the designated meeting room only and does not imply full use of outdoor facilities nor kitchen use. Please inquire about pricing to use these spaces.

**Please complete the following at the end of the meeting room use:**

- Remove all trash and recycling from the building (including trash in restrooms). Trash bags and containers are provided. Please do not overfill plastic bags. Place all garbage in dumpsters (return dumpster key for Aptos Park to hook in kitchen). Place recycle glass, cans and plastic in designated containers.
- Remove all meeting materials. No overnight storage.
- Stack chairs in the same direction on chair charts. Return tables and chairs to their original storage area. Secure table carts at Valencia Hall with straps for safety.
- Sweep floors free of debris. Damp mop areas where items have spilled. Mop floors that are excessively dirty or sticky.
- Clean any areas used by meeting room participants, including kitchen surfaces.
- If you have adjusted the heat, please return the thermostat to previous setting. Not applicable for Valencia Hall; thermostat will return to preset temperature after three hours.
- Make sure all windows and doors are secure and lights are turned off.
- Where applicable, set alarm per instructions.
- Lock gate at Valencia Hall upon departure.
- Return keys to the Parks Department Office.
- The Santa Cruz County Parks Department is not responsible for items left after facility use.